

Town of Dracut
Position Description
Part-Time Young Adult Librarian

Definition

Professional part-time position requiring, a background in young adult services, knowledge of print and non-print materials pertinent to this age group and the ability to interact with seventh grade students and up. This part-time position will be for an average of 18 hours a week with no benefits and will include hours compatible with student hours, late afternoons, evenings, and Saturdays. (Library is closed on Saturdays during the summer.) Job sharing is possible.

Duties and Responsibilities

Develop a comprehensive program that encourages young teens to be active library users. Work with the Children's Librarian to insure a smooth transition from Children's services.

Collection Development: review professional journals and other sources to select appropriate Young Adult Print and non-print materials.

Programming: Responsible for developing advertising, implementing and supervising after school and vacation programs for young teens.

Interaction with the Junior and Senior High Schools is necessary.

Perform and supervise daily activities and operations of the Library including but not limited to those directly relating to this one area.

Displays, summer reading incentives, special programs and activities for this age group will be the responsibility of this (ese) person (s)

QUALIFICATIONS

Advanced degree in Library or secondary education needed. At least three years experience working with young adults in school or Library environment.

Compensation:

\$13.29 per hour.

Closing Date:
January 6, 2014

Please send a cover letter, resume, and three references to:

Mr. William M. Zounes
Human Resources Coordinator
Town of Dracut
62 Arlington Street
Dracut, MA 01826

alternately, you may email the above information to:

humanresources@dracut-ma.us

PHYSICAL REQUIREMENTS

Ability to operate and view a computer screen. Depth, color, peripheral and distance vision routinely required. Regular lifting of up to 20 pounds. Manual use of telephone, copying and facsimile machines, calculator and other computer hardware. Ability to hear, talk, walk, sit, bend, reach, grasp with occasional need to climb, balance, stoop, kneel or crouch. Often required to push or pull book trucks weighing up to 150 pounds. May be required to stand or sit for consecutive hours at a time.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The Library Director on an as needed basis may assign duties other than those listed.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.